

In a “Nutshell”

Community Eligibility Provision (CEP) Advanced Understanding USDA’s CEP Regulations



Calendar of School Nutrition Requirements for CEP Schools

A guideline of annual requirements and due dates for CEP schools. It includes a summary of each requirement, the due date, and a column to initial and date when requirements are completed.

Public Release

Agencies are required to send the public release to local media and community grassroots organizations annually before the start of the school year. There are two templates - one for CEP District-wide schools and one for Mixed Districts.

Household Notification Letter

This letter informs households that the students enrolled in a CEP school with access to breakfast and/or lunch will receive free meals for the current school year. This letter should state that free meals are not contingent on submitting any type of alternate income form.

Annual Data Reporting

Report	Details	Due Date
Direct Certification	Complete two runs at a minimum during the school year with full enrollment by school code (only list students with access to at least one meal per day). Note: Mixed Districts need to run DC at a minimum of 3 times for their non-CEP schools. It is encouraged to run DC more than 3 times a year.	October 31 April 1
Special Provision Match Report	Use full enrollment DC data from first run (before Oct 31) to report total S and O codes to DPI.	November 15
FNS 10 Report	Submit enrollment data and the number of approved free and reduced students as of the last day lunch was served in October. For CEP schools, use the free claiming percentage times the current October enrollment to estimate the free students. Online Services portal opens on November 1.	Prior to submitting October claim
Paid Lunch Price Report (PLP)	Report the most frequently charged lunch price(s) for each category. If non-pricing throughout the district, enter 0 for each category.	November 15
Verification Collection Report (VCR)	While CEP schools do not perform Verification, they do need to fill out and submit the VCR. There are specific instructions online for how to fill it out. Mixed CEP districts need to perform Verification for the non-CEP sites only.	February 1
Annual Intent Form	Submit annual notification to DPI as to how the SFA will proceed with CEP for the next school year.	June 30

Internal Controls

On-site Monitoring Form (CEP Site Specific)

Complete the form for CEP sites and keep on file at school. This is required if there is more than one school/meal service site in the School Food Authority (SFA) as designated on the online contract with DPI. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually. Questions 10, 12, and 13 have specific CEP language added to complete those questions.

Point of Service (POS)

During meal service, schools are required to keep accurate meal counts and maintain a POS system that ensures federal reimbursements are claimed only once for each student served a reimbursable meal. CEP schools count total daily reimbursable meals from breakfast and lunch.

An accurate meal count may be achieved through a variety of methods, and USDA does not require the use of any specific POS system. However, many school districts have chosen to implement POS systems which incorporate technologies such as personal identification numbers (PIN), fingerprint scanners, or scan individual student barcodes. Some schools may choose to use a check off system with a paper form. There are a few examples of these on the CEP website.

Edit Check (CEP Site Specific)

Participation in CEP does not change the requirement to conduct edit checks. Similar to non-CEP schools, when an edit check is exceeded, schools must provide documentation to demonstrate why (e.g., visiting students) or corrective action may be required.

The edit check must ensure the daily meal counts are correct and do not exceed the Attendance Adjusted Enrollment at each site. An excel form is available on the CEP website for SFAs to use. Software systems may have built in edit checks. Ensure compatibility for use in CEP schools.

Financial Management

Non-Program Foods (Non-Reimbursable Meals, Extra Milk, Second Entrée)

- Students that take a non-reimbursable meal must be charged for the items individually.
- For students that buy an extra milk or a cold lunch milk, they must be charged the cost of the milk.
- Students that would like seconds must purchase the second entrée for a price that covers the cost of the food, the labor, and any other costs involved.
- If agencies do not want to charge for these items, items must be tracked, and all costs covered with outside funds.

Individual School Identified Student Percentage (ISP)

The ISP is used to qualify CEP sites for Severe Need Breakfast (data from two years prior), Afterschool Snack Program - Area Eligibility, the Fresh Fruit and Vegetable Program, Equipment Grants, and for other programs that request an estimate of the total number of students eligible for free and reduced price meals at the school level.

The product of the individual school ISP multiplied by 1.6 is intended to provide an estimate of the total number of students eligible for free and reduced price meals at the school level. The individual school ISP is not used for claiming.

Data Collection

For SFA-wide CEP: *The Alternate Household Income Application* is a way to collect socioeconomic data from students in CEP schools. This application has been designed to be easy to complete, which assists in increasing the response rate from households. The purpose of this application is to collect data for Title 1, SAGE (AGR), etc. The processing of these applications cannot be paid for with food service funds.

For SFA with CEP and non-CEP sites (Mixed District): *The USDA Free and Reduced Meal Application* has specific CEP language on it for schools to use one application for processing income data. Even though this is a USDA application, the processing of applications with only CEP students on them, cannot be charged to the food service account since it is not needed for the school meal program eligibility determination. If there is an application with both CEP and non-CEP students listed, this application is needed to determine eligibility for non-CEP students and is permissible to charge to the food service account.

Links

CEP Website: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility>

CEP Manual: <http://www.fns.usda.gov/sites/default/files/cn/SP22-2016a.pdf>

CEP Q&A: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-19-2016.pdf>